

New York State Office of Mental Health



Residential Family Peer Support Partners

Request for Proposals

October 29, 2013

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Appendices/Attachments

- Appendix A:** [Transmittal Form](#)
Appendix B: [Operating Budget Form](#)
Appendix B-1: [Budget Narrative](#)
Appendix C: [OMH Direct Contract Form](#)
(for informational purposes and does not need to be submitted with proposal)
Appendix D: [NYS OMH List of Region Locations](#)

1 Introduction and Background

1.1 Purpose of the Request for Proposal

“What can currently be considered ‘best practices’ in the field of Residential Treatment for youth with emotional and/or behavioral disorders has revealed a high level of consistency among the insights from families, youth, professionals and empirical evidence around two central factors: (1) Involvement of families in and maximizing regular contacts between child and family; and (2) Ongoing support and aftercare once the child returns home.” (Abraham et al., 2000; Pazaratz, 1999; Whittaker, 2000)

Best Practices include family-centered strategies that maximize the meaningful and consistent involvement of families as partners during a child’s residential treatment stay. In addition, best practices involve establishing a continuum of care with a child’s community of origin at both pre and post discharge.

The New York State Office of Mental Health (OMH) is pleased to announce the availability of funds to support Residential Family Peer Support (RFPS) Partners, formerly known as Residential Family Advocates (RFAs), in OMH licensed children and youth residential treatment facilities and community residences within all five OMH Regions. An RFPS Partner must be a parent/caregiver who has or is currently raising a child with significant behavioral health challenges that require the supports of one or more child serving systems.

The primary goal of these positions will be to enhance the provision of family support services to families of children within these residential treatment programs as well as assisting parents/caregivers in maintaining or creating connections within their community’s family support provider system during their child’s active treatment and discharge from residential treatment.

Approximately \$710,000 will be distributed annually between all five OMH Regions (see [Appendix D](#), OMH List of Regions). Distribution amounts are listed in Section 4.3, Award Methodology. It is anticipated that there will be approximately 11 total awards made Statewide.

1.2 Eligible Applicants

Eligible bidders are public, private, not-for-profit, 501(c) (3) organizations whose primary purpose is to provide advocacy, education/skill building, and family/peer support services to families of children with serious emotional/behavioral challenges. The Applicant must be an OMH-funded 1650 Family Support Program (hereinafter known as the Applicant)¹. To be eligible, these organizations must demonstrate knowledge of evidence-based family engagement strategies and a successful track record of collaborating with other agencies in

¹ A **1650 Family Support Program** as defined by the New York State Fiscal Reporting and Claiming Manual is defined as an OMH funded non-licensed program that provide an array of formal and informal services to support and empower families with children and adolescents having serious emotional disturbances. The goal of family support is to reduce family stress and enhance each family’s ability to care for their child. To do this, family support programs operate on the principles of individualized care and recognizing every child and family is unique in their strengths and needs.

the delivery of family support services, as outlined in the RFP Objective Responses.

OMH-funded 1650 Programs that are provided by Family Run 501(c)(3) organizations will be given preference by receiving bonus points in the evaluation process². OMH-funded 1650 programs incorporated within an OMH licensed provider agency with an advisory board comprised of parents/caregivers who have been identified as raising a child diagnosed with a serious emotional disturbance will also be given preference by receiving bonus points in the evaluation process. Applicants must submit the proposal jointly with an Administrative/Host Agency. A Host Agency must be an OMH licensed residential treatment facility³ or community residence⁴ for children and youth. In addition, eligible Host Agencies must be fiscally viable and in good standing with their local government unit and OMH. Eligible applicants that have an OMH licensed program with an Operating Certificate of less than 12 months in duration are not considered in good standing.

Applicants must collaborate and submit their response for this RFP with a Host Agency. The Host Agency will be required to complete specific responses in Section 5.3, RFP Objectives and Required Responses, from Applicant and/or Host Agency.

Additional Requirements:

- If an Applicant is applying in more than one OMH region they must submit separate applications, including all required attachments and appendices, for each respective region.
- An Applicant's main location and/or satellite location must be within a 60 mile radius of the Host Agency where the RFPS partner will be located or the Applicant must have a contract within the County/Borough where the Host Agency is located.

1.3 Target Population to Be Served

Families/caregivers of youth who have been diagnosed with a behavioral health challenges and the youth is entering, already in, or being discharged from an OMH licensed children's residential treatment facility or community residence.

² **Family Run Organizations** - A 501(c) (3) Organization whose board of directors is comprised of at least 51% of individuals identified as family members of children diagnosed with serious emotional and/or behavioral challenges.

³ **Residential Treatment Facilities (RTF) is a class of inpatient psychiatric facilities.** They provide comprehensive mental health services to children and adolescents between the ages of 5-21 who are in need of long-term (approximately 9 months) active treatment in a residential setting. The objective of the program is to help a child improve his or her daily functioning, develop coping skills, support the family and to ensure appropriate community linkages and supports to ensure successful transition to the community.

⁴ **Children's Community Residence Program (CR)** is a program which provides a therapeutic environment for eight children and adolescents with serious emotional disturbances whose individual treatment issues preclude less intensive family settings or who may need to prepare for independent living. The focus of the program is to plan with the youth and their families on how to live successfully and productively in a community by developing personally meaningful goals relating to attending school, achieving employment and achieving other normative life roles. The program emphasizes consumer and family driven integration in the community and development of community life roles, development of natural supports and collaboration with other service providers

2 Proposal Submissions

2.1 Issuing Officer/Designated Contact

In accordance with State Finance Laws and Procurement Guidelines, OMH has assigned an Issuing Officer for this project. The Issuing Officer or a designee shall be the sole point of contact regarding the RFP from the date of issuance of the RFP until the issuance of the Notice of Conditional Award. An offerer/bidder is restricted from making contact with any other personnel of OMH regarding the RFP to avoid being deemed non responsible. Certain findings of non-responsibility can result in rejection for a contract award. The Issuing Officer for this RFP is:

[Susan Penn](#)
New York State Office of Mental Health
44 Holland Avenue, 7th Floor
Albany, NY 12229

2.2 Key Events/Time Line

Event	Date
RFP Release Date	10/29/13
Mandatory Letters of Intent Due	11/08/13
Questions Due	11/15/13
Questions & Answers Posted on Website*	11/22/13
Proposals Due	12/06/13
Conditional Award Notification*	12/27/13
Anticipated Start Date*	January 1, 2014

***Estimated Dates**

2.3 Mandatory Letter of Intent

Agencies interested in responding to this Request for Proposals are required to submit a Mandatory Letter of Intent to Bid to the OMH Issuing Officer by 11/08/13. The Letter of Intent to Bid shall be non-binding. **Please include an e-mail address or phone number for us to confirm receipt of your Letter of Intent.**

Please mail or fax the letter of intent to:

[Susan Penn](#)
Contract Management Specialist 2
New York State Office of Mental Health
Community Budget Unit-7th Floor
44 Holland Avenue
Albany, NY 12229
**Attn: Letter of Intent- Residential Family Peer
Support RFP**
Fax number: (518) 402-2529

2.4 RFP Questions and Clarifications

All questions or requests for clarification concerning the RFP shall be submitted in writing (to the [Issuing Officer](#) by fax at (518) 402-2529 or by e-mail by 5:00 pm on 11/15/13. The questions and answers will be posted on the OMH website by 5:00 PM on 11/22/13, and will be limited to addressing only those questions submitted by the deadline. No questions will be answered by telephone or in person.

2.5 Addenda to Request for Proposals

In the event that it becomes necessary to revise any part of the RFP, an addendum will be posted on the OMH website. It is the bidder's responsibility to periodically review the OMH website to learn of extensions, revisions or addendums to this RFP. Changes to the RFP will also be posted in the NYS Contract Reporter and the No other notification will be given.

2.6 Grants Gateway Requirements

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process in order for proposals to be evaluated. Information on these initiatives can be found on www.GrantsReform.ny.gov.

Not-for-profit bidders who have not been Prequalified by the proposal due date of 5:00 PM on 12/06/13 will be considered non-responsive and their proposals disqualified from further consideration.

2.7 Instructions for Bid Submission and Required Format

Each proposal is required to contain:

1. Completed Agency Transmittal Form ([Appendix A](#));
2. Proposal Narrative (limited to 25 pages, 1.15 line spacing, and numbered "1 of 25, 2 of 25", etc.)
3. Operating Budget ([Appendix B](#));
4. Budget Narrative ([Appendix B-1](#)).
5. 1 complete original copy and *entire submission* on agency identified flash drive as one PDF document.

The Proposal Narrative should be concise (limited to 25 pages, 1.15 line spacing, and numbered "1 of 25, 2 of 25", etc., not including attachments). The Operating Budget and Budget Narrative ([Appendix B](#) and [Appendix B1](#)) are separate documents that appear in the RFP section of the OMH website and can be downloaded in PDF format. Bidders must **not** substitute their own budget format.

Failure to use the provided Operating Budget and Budget Narrative formats may result in disqualification for non-responsiveness.

2.8 Packaging of Proposals

Submit one hard copy of the entire proposal package described in 2.7 above, as well as an agency identified flash drive containing the proposal as one document (Word or PDF format), by U.S. mail or hand delivery to be received by 5:00 PM on the date listed above in section 2.2. It must be sealed in an envelope or boxed and addressed to the Issuing Officer named below. Bidders who are mailing proposals should allow a sufficient mail delivery period to ensure timely arrival of their proposals. Proposals cannot be submitted via e-mail or facsimile. All proposals received after the due date and time cannot be accepted and will be returned unopened.

Proposals should be sent to:

Susan Penn
Contract Management Specialist 2
New York State Office of Mental Health
Community Budget Unit-7th Floor
44 Holland Avenue
Albany, NY 12229
Attn: Residential Family Peer Support RFP*

***The name of the RFP must appear clearly on the outside of the Packaging to ensure appropriate handling.**

2.9 Disqualification Factors

Following the opening of bids, a preliminary review of all proposals will be conducted by the Issuing Officer or a designee to review each proposal's submission for completeness (as defined in Section 2.7) and verify that all eligibility criteria (as defined in Section 1.2) has been met. Proposals that do not meet basic participation standards will be disqualified.

3 Administrative Information

3.1 Term of Contracts

The Contracts for Statewide Residential Family Peer Support Partners will be written for a total period of five (5) years, with an initial period of one (1) year and four (4) annual renewals, contingent on demonstrated performance. Reissuing of a competitive bid is anticipated at the conclusion of the 5-year time frame, contingent on available resources.

OMH reserves the right to change the contract period for the first or second year so that it is more or less than 12 months in order to align the contract dates with OMH's Upstate contract cycle (January 1 through December 31), or Downstate contract cycle (July 1 through June 30)

The OMH Direct Contract Forms and instructions are available at www.omh.ny.gov/omhweb/resources/providers/directcontract/

3.2 Reserved Rights

OMH reserves the right to:

- Reject any or all proposals received in response to the RFP that are deemed non-responsive or do not meet the minimum requirements;
- Withdraw the RFP at anytime, at the agency's sole discretion;
- Make an award under the RFP in whole or in part;
- Disqualify a bidder whose conduct fails to conform to the requirements of the RFP;
- Seek clarifications of proposals for the purposes of assuring a full understanding of the responsiveness to the solicitation requirements;
- Use proposal information obtained through the state's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP;
- Prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent RFP amendments;
- Prior to the bid opening, amend the RFP specifications to correct errors or oversights, supply additional information, or extend any of the scheduled dates or requirements and provide notification to potential bidders via the OMH website and the New York State (NYS) Contract Reporter;
- Eliminate any non-material specifications that cannot be complied with by all of the prospective bidders;
- Negotiate any aspect of the proposal within the Scope of the RFP in order to assure that the final agreement meets OMH objectives;
- Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder;
- Require clarification at any time during the procurement process and/or require correction of mathematical or other apparent errors for the purpose of assuring a full and complete understanding of a bidder's proposal and/or to determine a bidder's compliance with the requirements of the solicitation;
- Conduct a readiness review of each selected bidder prior to the execution of the contract as set forth in Section 4.2; and
- Cancel or modify contracts due to the lack of fiscal appropriations.

3.3 Debriefing

OMH will issue award and non-award notifications to all bidders. Bidders that do not receive an award may make a written request for a debriefing regarding the reasons that their own proposal was not selected or disqualified, within 15 business days of the dated OMH notification letter. Written debriefing requests may be sent to the Designated Contact, as defined in Section 2.1 of this RFP.

3.4 Protests Related to the Solicitation Process

Protests of an award decision must be filed within twenty (20) business days after the notice of conditional award or 5 business days after debriefing. The Commissioner or his designee will review the matter and issue a written decision within twenty (20) business days of receipt of the protest.

All protests must be in writing and must clearly and fully state the legal and factual grounds for the protest and include all relevant documentation. The written documentation should clearly state reference to the RFP title and due date.

Such protests must be submitted to:

NYS Office of Mental Health
Acting Commissioner John Tauriello
44 Holland Avenue
Albany, NY 12229

3.5 Executive Order #38

Executive Order # 38

Pursuant to Executive Order #38 (<http://governor.ny.gov/executiveorder/38> ) , dated January 18, 2012, OMH promulgated regulations regarding limits on administrative costs of and executive compensation paid by covered providers. See 14 NYCRR Part 513. Any contract awarded through this RFP will be subject to such restrictions and to related requirements. See [Appendix C](#) of this RFP for a link to OMH Master Contract Forms and Instructions, Attachment A-1, Section A.12 (Mental Health Regulations).

See also <http://executiveorder38.ny.gov/> 

3.6 Minority and Women Owned Business Enterprises Requirements

In accordance with Section 312 of the Executive Law and 5 NYCRR 143, it is expected that all Contractors make a good-faith effort to utilize Minority and/or Women Owned Business Enterprises (M/WBE's) when there is an opportunity to subcontract or purchase supplies to carry out a contract with the Lead Contracting Agency. Additional information on MWBE requirements can be found on OMH's website at <http://www.omh.ny.gov/omhweb/resources/providers/directcontract/MWBE.html>.

4 Evaluation Factors for Awards

4.1 Evaluation Criteria

All proposals will be rated and ranked by region in order of highest score based on an evaluation of each bidder's written submission. The evaluation will assess and score each proposal using the following point system:

Narrative Section	Total Possible Section Pts
Effective Family Engagement	10
Residential Family Peer Support Partner Qualifications	10
Roles, Functions and Responsibilities of the Residential Staff and Residential Family Peer Support Partners	10
Understanding the Distinct Functions of both the RFPS Partners and Residential Staff	10
RFPS Partners engagement with Families and Caregivers prior to a youth's admission into a residential setting.	10
Ability to create or enhance the core components of Family Support Model within OMH Licensed residential treatment facilities and/or community residences.	10
Partnerships and linkages between RFPS Partners, Parents/Caregivers, and local community-based provider system.	10
Outcome measures	10
Technical Score =	80 points
Financial Assessment Score	20 points

Optional Bonus Points:	
OMH Funded 1650 Program that is a Family Run 501(c)(3) organization	3 points
or	
OMH Funded 1650 program whose contract is incorporated within an OMH provider agency but who has an advisory board comprised of parents/caregivers who have been identified as raising a child diagnosed with a serious emotional disturbance.	3 points
Total Possible Proposal Score =	103 points

4.2 Method of Evaluating Proposals

Eligible proposals will be separated by region and reviewed comprehensively by designated staff for completeness and verification that all eligibility criteria are met. A complete proposal shall include all required components as described in Section 2.7. If a proposal is not complete or does not meet the basic eligibility and participation standards as outlined in Sections 2.6 and 2.7, the proposal will be eliminated from further review. The agency will be notified of the disqualification of its proposal within 15 business days from the proposal due date.

Evaluation of proposals will be conducted in two parts: Technical Evaluation and Financial Assessment.

The technical evaluation will apply points to each narrative question addressed in Section 5.3, RFP Objectives and Required Responses. OMH's evaluation committee, consisting of at least three evaluators for each group of regional proposals, will review the technical portion of each proposal and compute a technical score. Evaluators of the Technical Evaluation component may then meet to provide clarity or review any questions an evaluator has about a particular section of a proposal. Following any such discussion, evaluators may independently revise their original score in any section, and will note changes on the evaluation sheet. Once completed, final Technical Evaluation scores will then be recalculated, averaged, and applied to the Financial Assessment score to arrive at the overall final score for each proposal.

Up to 3 additional bonus points may be achieved by applicants who demonstrate that they are either an OMH Funded 1650 Program that is a Family Run 501(c)(3) organization , OR an OMH Funded 1650 program incorporated within an OMH provider agency with an advisory board comprised of parents/caregivers who has been identified as raising a child diagnosed with a serious emotional disturbance as defined on page 4 of this RFP.

Financial Assessment/Cost

A financial score will be computed separately based on the completed operating budgets submitted with each proposal. The Final Score will be calculated by adding the average technical score and the financial assessment score to arrive at one total score for each proposal.

4.3 Award Methodology

The following number of awards will be made to the proposal(s) with the highest final evaluation scores in each region, starting with the highest scorer and moving down the list until the funding available in the region is exhausted: Each applicant may apply for up to two positions (except for the Upper Hudson River and Long Island Regions, where there is only 1 available position) in one region.

New York City and Lower Hudson Region*	4 FTE positions @\$80,000 each = \$320,000
Western New York	3 FTE positions @\$50,000 each = \$150,000
Central New York	2 FTE positions @\$50,000 each = \$100,000
Upper Hudson River	1 FTE position @ \$60,000 each = \$60,000
Long Island	1 FTE position @\$80,000 each = \$80,000

** The Lower Hudson Region consists of Westchester, Rockland and Putnam Counties. All other NYS Counties are defined by region in [Appendix D](#), OMH List of Region Locations.*

The highest scoring proposal in each region will receive an award. If there are not enough passing proposals from a region to fulfill the number of FTE's for that region, the next highest scoring proposal, regardless of region, will receive the award. In the case of a tie score, the proposal with the highest averaged points in the Technical Section will receive the award. Partial awards will not be made.

4.4 Process for Awarding Contract

At the conclusion of the evaluation process, notification will be sent to the successful and non-successful bidders. The award is subject to approval by the NYS Attorney General and The Office of State Comptroller before a contract can be finalized.

OMH reserves the right to negotiate special terms and conditions with the selected bidder when making the award. The bidder must accept such terms and conditions for the award to take effect.

OMH reserves the right to conduct a readiness review of the selected bidder prior to the execution of the contract. The purpose of this review is to verify that the bidder is able to comply with all aspects of the Scope of Work as detailed in its proposal.

5 Scope of Work

5.1 Introduction

Over the past 10 years, OMH Children's Residential Treatment Providers have been in an era of transformation. This transformation entails: shorter length of stays, the enhanced fostering of parents/caregivers as the key participant in their child's treatment, and an emphasis on increasing the integration of residential treatment into the full behavioral health continuum of care.

As a result, there has been an increasing trend for residential providers to modify their services to include greater linkages to community-based service delivery systems. Family Peer Support is playing an expanded role in this transformational process.

Additionally, staff of residential programs has identified the need for a more focused delivery of family support services to the parents/caregivers of youth within their programs, and technical assistance to ensure that residential program staff is knowledgeable in the family support model.

In 2007, The Office of Mental Health initiated efforts to increase these activities in residential settings through the creation of Residential Family Advocate (RFA) positions in OMH licensed children and youth residential programs. Residential Family Advocates are parents who have or are currently raising a child with significant behavioral health challenges which require the supports of one or more child serving system. RFAs have made significant contributions in expanding the provision of family support services to families. They have improved the ability of staff in residential programs to engage families in the development and implementation of treatment plans, as well as, improving staffs' understanding of and adherence to CASSP principles.

As residential programs continue to expand linkages into community-based provider systems, the role of Family Support within the residential setting will shift as well.

5.2 Vision and Scope of Work

The provision of services/supports to children in residential programs is especially challenging given the unique emotional and logistical hardships that children and adolescents face when they live apart from their families.

There is significant evidence highlighting the importance of family involvement and regular family contact for youth who are in residential treatment programs. Successful family engagement and parental involvement have been linked to positive outcomes and shorter lengths of stay in these programs. Residential Family Peer Support (RFPS) Partners will play a unique role in engaging parent/caregivers because of their own journey in raising a child with behavioral health challenges. These experiential commonalities promote engagement and create a foundation for supporting and empowering parents/caregivers to take an active role in their child's treatment while in residential care. RFPS Partners will also provide one-to-one interactions with parents/caregivers with the goal of encouraging and promoting family independence and self- efficacy through the core components of the Family Support Model.

Since "what happens outside of residential treatment is of equal or greater importance than what happened during residential treatment" (Nickerson et al. 2004), ensuring and offering support and aftercare is essential to help youth maintain the therapeutic gains made while in a

residential program. An important role of the RFPS Partners will be to serve as a critical link between a parent/caregiver and their community's family support provider programs. RFPS Partners will cultivate relationships with parents/caregivers and their community-based family support providers throughout a child's residential stay with the goal of ensuring that community connections are intact upon discharge.

5.3 RFP Objectives and Required Responses from Applicant and/or Host Agency

Specific responses for each section of this RFP are clearly delineated for the Applicant, Host Agency and/or both the Applicant and Host Agency. Sections that require responses from both the Applicant and Host Agency can be crafted in a combined response or written separately from each entity's perspective.

The awarded contracts will advance the Residential Family Peer Support Movement by addressing the following program objectives. When submitting the proposal for funding under this RFP, the narrative must be brief (no more than 25 pages, 1.15 line spacing, and numbered "1 of 25, 2 of 25", etc.) and must address all the objective components listed below, in order:

Objective 1

The Applicant and Host Agency will have knowledge and expertise in how to effectively engage families.

Both the ***Applicant*** and ***Host Agency*** must demonstrate:

- Their experience with family engagement, including the strategies and approaches employed to effectively engage and involve families in treatment planning.
- A successful track record of collaborating with other agencies and systems in the delivery of family support services.
- Their experience with providing family support services and empowering families to be active participants in their child's treatment.

Objective 2

RFPS Partners will be qualified staff who are supported by the Applicant.

The ***Applicant*** must describe:

- In addition to being a family/caregiver who has raised or is currently raising a child with significant behavioral health challenges that cross one or more systems, what other qualities are essential for the RFPS Partner position? Please attach a job description.
- The RFPS Partner will be required to be credentialed as a Family Peer Advocate through Families Together of New York State. Please describe:
 - If the potential candidate is not currently credentialed, how would the Applicant fulfill this obligation?
 - Will a non-credentialed candidate be able to begin the RFPS Partner position while working towards the certification? If so, describe the details.
 - Will the Applicant or Host agency fund the credentialing?
 - What training and other professional development opportunities will you provide to the RFPS Partner?

- RFPS Partners will also need to create their own support within their practice. The **Applicant** must describe how the RFPS partner will participate in activities related to:
 - Other RFPS Partners doing similar work.
 - Regional and statewide Family Support Networks.

Objective 3

Roles and responsibilities for RFPS Partners will be clearly defined within the residential setting.

The **Applicant** and **Host Agency** must describe:

- How the RFPS Partner will be integrated into the Host Agency as an equal staff /team member?
- How the RFPS Partner will work as a member of the professional team? The response must include, but is not limited to, the clear delineation of roles and functions of the RFPS Partner in respect to the:
 - Clinical Team
 - Residential Treatment Facility's Transition Coordinator
- Supervision of the RFPS Partner:
 - The role of the Host Agency
 - The role of the Applicant
 - How will differences of roles/philosophies be aligned.

Objective 4

Residential Staff and RFPS Partners will have a clear understanding of the distinct roles, responsibilities and functions of each other.

The **Host Agency** must describe:

- The training for residential staff regarding the role and function of the RFPS Partner within the residential setting.
- Training for the RFPS Partner related to:
 - treatment approaches,
 - policies and protocols,
 - levels of care in the residential program,
 - confidentiality,
 - conflicts of interests and other professional responsibilities.
- Any joint training opportunities for the RFPS Partner and residential staff.

The **Host Agency** must also describe how they will:

- Ensure equal value of RFPS Partner on the residential clinical team
- Value the voice of families when they disagree with providers or clinicians.

Objective 5

Families/caregivers will engage with RFPS Partners prior to their child's admission to an OMH licensed residential treatment facility or community residence.

The **Applicant and Host** agencies must describe:

- How the RFPS Partner will outreach to families once it has been determined their child will be admitted?
- The RFPS Partner's role and activities with families prior to admission.
- How many anticipated RFPS Partner contacts with families will occur prior to admission?
- How the RFPS Partner will work with local Family Support Program if a family is currently engaged with said program?

Objective 6

RFPS Partners will create or enhance the core components of the Family Support Model within OMH licensed residential treatment facilities or community residences for children and youth.

The **Applicant** must describe how the core components of the Family Support Model will be delivered to families by the RFPS Partner within the residential setting. These include but not limited to:

- Educating and supporting families/caregivers on the importance of using their own voice to express their needs and preferences.
- Coaching, educating and supporting families/caregivers to use their own voice to make informed choices.
- Supporting and encouraging families/caregivers to find and develop effective self-advocacy skills in order to take a proactive role in their youth's treatment.
- Assisting parents/caregivers in developing formal and informal community supports.

Applicants must include any specific training curriculum for the RFPS Partner position that will be utilized to fulfill these components.

Objective 7

RFPS Partners will serve as a link between a parent/caregiver and their community of origin's family support providers during residential treatment, as well as, creating a seamless transition to these providers as a youth returns to his/her community from residential care.

The **Applicant** must describe:

- How RFPS Partner will engage in partnerships with local family support providers?
- How RFPS Partner will assist parent/caregivers in maintaining relationships with their local family support providers while their child is in residential care? Provide specific examples.
- If a parent/caregiver is not engaged with their local family support providers, strategies that the RFPS Partner will utilize to promote engagement. Provide specific examples.
- Discharge:
 - How the RFPS will partner ensure a smooth "hand off" to local family support provider upon discharge?
 - The distinct functions and roles of the RFPS partner and the local family support provider pre and post discharge.
 - The focus of post discharge activities.

Objective 8

Outcome measures will identify the impact of RFPS Partners within a residential setting.

The **Applicant** must describe:

- How the following will be measured:
 - Family engagement
 - Family functioning
 - Family satisfaction
 - Linkages to community services for both parents/caregivers and the child.
- How outcome data will be utilized:
 - To serve families,
 - For quality assurance and program development.
- The specific assessment tool that will be utilized for outcome measurement. Please include a copy of the tool in application.

It is an expectation that the Applicant will provide ongoing feedback on impact of the RFPS positions to their respective OMH Regional Field Office staff. This will include:

- Bi- annual reports (from previous two quarters) on:
 - Compiled family outcomes from assessment tool.
 - RFPS Partners success in collaborating with local Family Support Providers. This will include but not limited to:

- The percentages of parents/caregivers whose youth are currently in residential treatment are connected to their local Family Support Provider.
 - The percentage parents/caregivers whose child was discharged in the past two quarters were connected to their local Family Support Provider.
- Annual face-to-face meeting with respective Field Office Staff. Applicant and Host Agency to discuss overall impact and any technical assistance needed from the Office of Mental Health.

5.4 Financial Assessment

Be sure to use the required budget formats (see [Appendix B](#), and [Appendix B-1](#)) to develop the yearly Operating Budgets and Budget Narratives. Do not substitute your own budget formats.

- Develop a yearly Operating Budget for Years 1 and 2 of the program.
- Complete Budget Narrative ([Appendix B-1](#)) for all of the detailed expense components that make up total operating expenses in the budget and include the calculation or logic that supports the budgeted value of each category.

6 References

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